



State of New Jersey
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CONSUMER AFFAIRS
STATE BOARD OF VETERINARY MEDICAL EXAMINERS
124 HALSEY STREET, 6TH FLOOR, P.O. Box 45020
NEWARK, NEW JERSEY 07101
(973) 504-6500

Licensure Requirements

The Application for the Review of Credentials should be properly executed and returned to the Board office with a certified check or money order payable to the State of New Jersey in the amount of seventy-five dollars (\$75.00). **THIS IS NOT AN APPLICATION FOR THE NEW JERSEY EXAMINATION**. Credential review is the first step in the licensure process. The Application for the Review of Credentials must be completed by all applicants, regardless of education or experience.

Please retain this information for future reference and remember that your Application for the Review of Credentials must be filled out completely and submitted before the Board will contact you. It is your responsibility to insure that all information is forwarded to the Board office in a timely fashion to guarantee that prescribed deadlines are met.

N.J.A.C. 13:44-1.1 Eligibility for admission to New Jersey Licensing Examination

- (a) As a prerequisite to taking the New Jersey Licensing Examination, an applicant shall be required to submit proof of:
 - 1. Successful completion of any of the following educational criteria:
 - i. A doctoral degree in veterinary medicine from a veterinary college or university accredited by the American Veterinary Medical Association (AVMA);
 - ii. All but the last portion of the last semester of a veterinary college or university accredited by the American Veterinary Medical Association and is to be awarded a degree in veterinary medicine at the next graduation; or
 - iii. The training program administered by the Education Commission for Foreign Veterinary Graduates (ECFVG) of the AVMA; and
 - 2. A passing grade, as determined by the test sponsor, on the National Board Examination and the Clinical Competency Test or the North American Veterinary Licensing Examination within 10 years preceding application.
- (b) An applicant who meets the requirements of (a) above, who has either received a doctoral degree in veterinary medicine from a veterinary college or university accredited by the American Veterinary Medical Association (AVMA), or has completed an ECFVG program, and has completed an application to sit for the next scheduled licensing examination shall be eligible for a temporary permit to be employed as an assistant veterinarian in New Jersey under the responsible supervision of a New Jersey licensed veterinarian at a practice located in the State of New Jersey, pursuant to the provisions of N.J.A.C. 13:44-2.1 and 2.2.

- (c) The board may refuse licensure to any applicant who has violated any provision of N.J.S.A. 45:1-21.

N.J.A.C. 13:44-1.2 Required documentation; admission to New Jersey Licensing Examination

- (a) An applicant for licensure shall submit or arrange to have submitted to the Board, at least two months prior to the New Jersey Licensing Examination the following:
1. A completed application form which requests brief educational and experiential background;
 2. The application fee set forth in N.J.A.C. 13:44-5.1;
 3. Two photographs of passport size and style;
 4. National Board Examination and Clinical Competency Test, or the North American Veterinary Licensing Examination, scores through the Veterinary Information Verification Agency;
 5. If the applicant is a graduate of an AVMA accredited program, an official transcript of veterinary school credits, to be forwarded directly to the Board by the college or university attended.
 - i. The transcript shall contain the signatures of college officials and shall be properly stamped;
 - ii. If the transcript is in a language other than English, the applicant shall submit a verified English translation; and
 6. If the applicant has completed an ECFVG Program, notification that the applicant has satisfactorily completed the program, to be forwarded to the Board by the ECFVG office.

N.J.A.C. 13:44-1.3 New Jersey Licensing Examination; passing score; examination review

- (a) An applicant shall obtain a grade of 70.0 on the New Jersey Licensing Examination.
- (b) Within 14 days of the date of the letter of notification of examination results, an applicant who fails the examination may apply to the Board, in writing, for review of the questions answered incorrectly. The Executive Director will subsequently provide a copy of the questions answered incorrectly, the incorrect answers of the applicant and the correct answers to the applicant at the Board office at a mutually convenient time.
- (c) Within 14 days following review of the questions and answers referred to in (b) above, the applicant may file with the Executive Director a written notice of appeal of his or her examination grade. The notice shall explain the basis of the appeal and be accompanied by any documentation, including reference material, which the applicant claims supports the appeal.
- (d) The Board shall consider the appeal within 30 days of filing and may invite the candidate to appear before the Board.

N.J.A.C. 13:44-1.4**Licensure by waiver of examination**

- (a) The Board shall waive the New Jersey Practical Examination for an applicant who:
 - 1. Has held, for a minimum of five years immediately preceding application, a valid unsuspended and unrevoked license to practice veterinary medicine issued after examination by the District of Columbia or another state or territory which has education and examination requirements substantially equivalent to those required for licensure in New Jersey;
 - 2. Has had active clinical experience of a type acceptable to the Board for three of the five years immediately preceding application;
 - 3. Except as set forth in (b) below, has passed the National Board Examination and Clinical Competency Test, or the North American Veterinary Licensing Examination; and
 - 4. Presents no basis for concern as to competency or fitness for licensure and otherwise qualifies for licensure pursuant to N.J.S.A. 45:16-6.
- (b) The National Board Examination requirement shall not apply to anyone who was licensed in another jurisdiction prior to June 1970 (the date the NBE first was administered). The CCT shall not apply to anyone who was licensed in another jurisdiction prior to 1982 (the date the test was first required by the Board).
- (c) An individual who qualifies under this section for licensure by waiver of the New Jersey Practical Examination shall be required to successfully complete the New Jersey Jurisprudence Examination.

N.J.A.C. 13:44-1.5**Required documentation; application for licensure by waiver of examination**

- (a) An applicant for licensure by waiver of the New Jersey Practical Examination shall submit or arrange to have submitted all of the following documents:
 - 1. All of the documents required pursuant to N.J.A.C. 13:44-1.2;
 - 2. A certification from every state in which the applicant is or has been licensed verifying that the applicant holds or held a valid, unsuspended and unrevoked license to practice, and other pertinent information the Board may require;
 - 3. A statement of good standing from any other entity that authorized the applicant's practice of veterinary medicine; for example, the Racing Commission. The applicant shall notify the Board in the event that his or her privilege to practice veterinary medicine was ever suspended or revoked by an authority.
 - 4. Three notarized certifications of experience regarding the applicant, submitted directly by veterinarians actively licensed and practicing in the same jurisdiction(s) for which the experience is being certified. Each certification shall:
 - i. Be on professional letterhead stationery;
 - ii. State the exact dates of the period being certified;

- iii. Indicate the type of experience acquired, for example, bovine, exotic, equine or small animal;
- iv. Certify to the applicant's moral character; and
- v. Provide a critical evaluation of the applicant's ability to practice with a professional recommendation for licensure.

N.J.A.C. 13:44-2.1 Non-licensed veterinarians; permit required

A licensee shall not engage the services of a non-licensed veterinarian for the purpose of being trained or to practice veterinary medicine, dentistry or surgery unless the non-licensed veterinarian first obtains a temporary permit issued by the Board pursuant to N.J.A.C. 13:44-1.1(c).

N.J.A.C. 13:44-2.2 Eligibility for temporary permit

- (a) The Board shall issue a temporary permit to a non-licensed veterinarian provided that:
 - 1. The candidate for licensure has received a passing grade, as determined by the test sponsor, on the National Board Examination and the Clinical Competency Test, or the North American Veterinary Licensing Examination;
 - 2. The candidate will be employed at a practice located in New Jersey as an assistant veterinarian under the responsible supervision of a New Jersey licensed veterinarian; and
 - 3. Neither the licensed veterinarian nor the candidate for licensure presents a basis for concern as to fitness or competency and both otherwise qualify for continuing licensure or initial licensure, respectively, pursuant to N.J.S.A. 45:1-21 and N.J.S.A. 45:16-1.1.
- (b) A person practicing under a temporary permit who fails the New Jersey Licensing Examination shall file an application for a new temporary permit within two weeks of the date the examination results are issued.
- (c) An individual who fails the New Jersey Licensing Examination four times shall not continue to work under a temporary permit. Such individual may, however, retake the licensing examination until he or she passes the examination.
- (d) A temporary permit issued to a non-licensed veterinarian shall not be transferable to any other person.

Finally, the three items below (while not a part of the New Jersey Administrative Code) are important and are offered for your information.

- 1. The Board does not administer the NAVLE, the National Board Examination or the Clinical Competency Test;
- 2. Filing fees are **nonrefundable**; and
- 3. Credentials records with no activity for a period of two years from the last date that the applicant participated in an examination shall be disallowed. The applicant shall be required to submit new records and to pay the required filing fee.